

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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Small PHA Plan Update  
Annual Plan for Fiscal Year: 2001-2002

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Municipality of Juana Díaz

**PHA Number:** RQ038

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2001

**PHA Plan Contact Information:**

Name: Hon. Ramon Hernandez Torres, Mayor

Phone: 787-837-2185

Name: Edna V. Soto, Section 8 Director

Phone: 787-837-8962

TDD:

Email (if available): nivari73@hotmail.com

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:**  
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ Main administrative office of the local, county or State government-Mayor's Office
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**PHA Programs Administered:**

- ☐ Public Housing and Section 8      ☒ Section 8 Only      ☐ Public Housing Only

## Annual PHA Plan

Fiscal Year 2001

[24 CFR Part 903.7]

### i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	

**Annual Plan Supplement – rq038a02**

**Organizational Chart - rq038b02**

## **ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

This same **Annual Plan** is a continuation of a process that was started in Fiscal Year 2000 which provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic PHA policies, rules and requirements concerning its operations, programs and services.

The Municipality of Juana Diaz has an established Section 8 Office to administer the Housing Choice Voucher Program, as well as any other Tenant-based (Section 8) subsidized housing program in order to assist financially disadvantaged families in meeting their housing needs, mainly decent, safe and sanitary housing as well as to their health and well-being. There are two major philosophy components in the tenant-based subsidized housing program:

- **To give extremely low-income and low-income families the opportunity of choice and mobility in selecting where they chose to live;**
- **Maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent.**

As a result of this philosophy the Housing Choice Voucher Program is tenant-based and does not tie the participant to any particular housing unit.

This Municipality also administers various tenant-based subsidized housing programs geared towards certain sectors of the population in general to afford them the same opportunities as other extremely low-income and low-income families within the general population. The Municipality of Juana Diaz administers the following program:

**Family Self Sufficiency** - a program whereby strategies are developed to coordinate the use of housing assistance under the auspices of the

Housing Choice Voucher Program (Section 8) with public and private resources. Hence, enabling extremely low-income and low-income families, who are eligible to receive said assistance to achieve economic independence, and self-sufficiency.

The purpose of the Municipal Tenant-based (Section 8) program was conceived to assist the families during financial distress and gradually reduce the amount paid by the program in an efficient manner, while at the same time motivating these same families. Furthermore, there is an undeniable need for low-income housing within the Municipality of Juana Diaz as evidenced by the waiting list as well as the latest U.S. Census of Population. There also exists a need for quality housing units for program participants but there is not an abundance of affordable housing for low-income families within this same Municipality. Being cognizant of this, our Municipality has established realistic and attainable goals, whereby, particular thought has been given to the number of families, which can be expected to need and want better housing. By setting attainable goals, the Municipality intends to become a facilitator for those in need and for those who have available units by coming together in a manner beneficial to all principals. This is in direct relation to both the major commitments and priorities of the U. S. Department of Housing and Urban Development (HUD). **The Municipality of Juana Diaz is a Tenant-based (Section 8) only PHA.**

This same Annual Plan of Juana Diaz as presented herein furthers HUD's statutory goal of merging the Certificate and Voucher Program, respectively, in accordance with the Quality Housing and Work Responsibility Act of 1998, 24 CFR 903, Section 545, whereby, the Municipality of Juana Diaz has established a unified vision of community actions. This same Plan will permit Juana Diaz a chance to shape the various programs presented herein into effective, viable, and coordinated strategies, involving citizen participation.

## **1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The Municipality of Juana Diaz does not contemplate any significant changes or deviation in its policies or programs from the previous year's PHA Plan that is not covered in other sections of this same Plan. The following represents what the Municipality will be doing for the fiscal year 2001-2002 in relation to its subsidized housing program.

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. ☐ Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ \_\_\_\_\_

C. ☐ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

### **(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment

### **(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment

## **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component ; if "yes", complete one activity description for each development.)

## 2. Activity Description

<b>Demolition/Disposition Activity Description</b> <b>(Not including Activities Associated with HOPE VI or Conversion Activities)</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for      units <input type="checkbox"/> Public housing for      units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for      units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

## **4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

- A. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

### **B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☒ Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- ☒ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply

- with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- ☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

## **5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_
- C. ☐ Yes ☐ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. ☐ Yes ☐ No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

## **6. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board (RAB) Recommendations and PHA Response**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are Attached at Attachment (File name) Required Attachment H
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included  
☐ Yes ☐ No: below or  
☐ Yes ☐ No: at the end of the RAB Comments in Attachment \_\_\_\_\_.
- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment H.
- ☐ Other: (list below)



## **B. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

**COMMONWEALTH OF PUERTO RICO**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- ☐ Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

☐ Yes ☐ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

## **C. Criteria for Substantial Deviation and Significant Amendments**

### **1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

### **A. Substantial Deviation from the 5-year Plan:**

In accordance with established HUD rules and regulations, the following will be the basic criteria that will be utilized by the Municipality of Juana Diaz and it will constitute a substantial deviation from its 5-Year Plan and/or amendment or modification to its Annual Plan that has met full

public process requirements including Resident Advisory Board Review:

- Changes to rent (i.e., minimum rent), admission policies and/or organization of the waiting list;
- Additions of new activities not included in the current Annual Plan;
- Any change with regard to the administration of the current programs handled by the Municipality of Juana Diaz.

**B. Significant Amendment or Modification to the Annual Plan:**

**SAME AS ABOVE**

## Attachment A

### Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
x	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan <b>REVISED COPY OF ADM PLAN SUBMITTED WITH 5-YEAR PLAN TO HUD LOCAL OFFICE.</b>	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
x	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan <b>SECTION XI PAGE 30</b> <b>ADMINISTRATIVE PLAN</b>	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan <b>SECTION 26, PAGE 53 ADMINISTRATIVE PLAN</b>	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan <b>SECTION 16, PAGE 38 ADMINISTRATIVE PLAN</b>	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <b>(section V, PAGE 3 OF THE CURRENT ANNUAL PLAN AND SECTION 26, PAGE 53 of the Section 8 Administrative Plan)</b>	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8 <b>COPY OF PLAN SUBMITTED WITH 5-YEAR TO LOCAL HUD OFFICE</b>	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b>		<b>Grant Type and Number</b> Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> <b>Original Annual Statement</b>  <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> </div> <div> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b>  <input type="checkbox"/> <b>Final Performance and Evaluation Report</b> </div> </div>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name:		Grant Type and Number Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
24	Amount of line 20 Related to Energy Conservation Measures				



## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

[illegible]

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]

## Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

[illegible]

## PHA Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

### **Section 1: General Information/History**

**A. Amount of PHDEP Grant \$**\_\_\_\_\_

**B. Eligibility type (Indicate with an “x”)**      **N1**\_\_\_\_\_ **N2**\_\_\_\_\_ **R**\_\_\_\_\_

**C. FFY in which funding is requested** \_\_\_\_\_

### **D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

<b>PHDEP Target Areas (Name of development(s) or site)</b>	<b>Total # of Units within the PHDEP Target Area(s)</b>	<b>Total Population to be Served within the PHDEP Target Area(s)</b>

### **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

**12 Months**\_\_\_\_\_ **18 Months**\_\_\_\_\_ **24 Months**\_\_\_\_\_

### G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						
FY 1997						
FY1998						
FY 1999						

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

## B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FFY _____ PHDEP Budget Summary	
Original statement	
Revised statement dated:	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	

## C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9115 - Special Initiative					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9116 - Gun Buyback TA Match					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 – Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							



9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

## Required Attachment F: Resident Member on the PHA Governing Board

1. ☐ Yes ☒ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

- ☐ Elected  
☐ Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis  
☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
☒ Other (explain):

**The PHA is located in a State where the Housing Choice Voucher Program (Section 8 Tenant-Based), which is run by the local municipal government. The executive director of the PHA is the locally elected Mayor of the City.**

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

## **Required Attachment G: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

**The Resident Advisory Board for the Municipality of Juana Diaz's locally administered Housing Choice Voucher Tenant-based Program was elected by the families benefiting from the Program. The Board is composed of seven (7) members and the term for the board is one year. Annually the families come together to vote and elect their board members. The following is a list of the members that make up the board.**

1. President

Mrs. Luz M. Correa  
Urb. Valle Hucares  
Juana Diaz, PR 00795

2. Vice-President

Mrs. Iris N. Santiago  
Ext. Mari Broschi  
Edificio Figueroa, Apt. #3  
Juana Diaz, PR 00795

3. Secretary

Mrs. Maria I. Vega  
Ext. B Las marias B-9  
Juana Diaz, PR 00795

4. Vocal

Mrs. Marta Rivera Colon  
Ed. Fco Cruz  
Calle Martinez Cintron Esq.  
Calle Lincoln, Apt. #5  
Juana Diaz, PR 00795

5. Vocal

Mrs. Hilda L. Perez  
Jardines Sta. Domingo  
Calle 3 G-8  
Juana Diaz, PR 00795

6. Vocal

Mrs. Maria M. Aponte Colon  
Calle Mario Broschi #20  
Juana Diaz, PR 00795

7. Vocal

Mrs. Rosa M. Cintron  
Urb. Jacaguax  
Calle 4 #61  
Juana Diaz, PR 00795

**Required Attachment H: Resident Advisory Board (RAB)  
Recommendations and Response**

The local RAB met and discussed the overall structure of the Annual Plan to be presented to HUD in accordance with established rules and regulations. The board approved the plan and, thank the Municipality for allowing them to partake in the preparation of said plan.

## **Required Attachment I: Required Attachments**

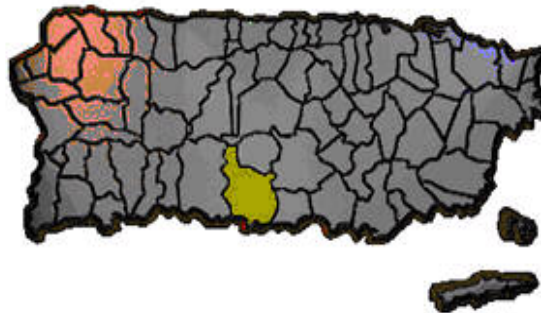
1. **Statement of Housing Needs is located in the attached annual supplement, Section VIII, page 10.**
2. **Statement of PHA's Rent Determination is located in the attached annual supplement, Section XIII, page 25.**
3. **Statement of PHA's Grievance Procedure is located in the attached annual supplement, Section XIV, page 29.**
4. **Statement of Progress is located in the attached annual supplement, Section IV, page 3.**



# **MUNICIPALITY OF JUANA DÍAZ**

**RQ038**

**FY  
2002**



**2001-**

**HON. RAMÓN A. HERNÁNDEZ TORRES**  
**MAYOR**

**EDNA V. SOTO**  
**SECTION 8 DIRECTOR**





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# I EXECUTIVE STATEMENT

This same **Annual Plan** is a continuation of a process that was started with the enactment of the "Quality Housing and Work Responsibility Act of 1998", whereby a process is introduced that provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate the Municipality of Juana Díaz's basic policies, rules and requirements concerning its operations, programs and services.

The Municipality of Juana Díaz has an established Section 8 Office to administer the Housing Choice Voucher Program, as well as any other HUD approved tenant-based (Section 8) subsidized housing programs in order to assist financially distressed families in meeting their housing needs, mainly decent, safe and sanitary housing as well as to their health and well-being. There are two major philosophy components in the tenant-based subsidized housing program:

1. To give extremely low-income and low-income families the opportunity of choice and mobility in selecting where they chose to live;
2. Maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent.

As a result of this philosophy, the Housing Choice Voucher Program is tenant-based and does not tie the participant to any particular housing unit.

The purpose of the Municipal tenant-based (Section 8) program was conceived to assist the families who are financially distress, as well as, to gradually reduce the amount paid by the program in an efficient manner, while at the same time motivating these same families.

Furthermore, there is an undeniable need for low-income housing within the PHA jurisdiction as evidenced by the waiting list as well as the latest U.S. Census. There also exists a need for quality housing units available for program participants but there is not an abundance of affordable housing for low income families within this same Municipality. Being cognizant of this, our Municipality has established realistic and attainable goals, whereby, particular thought has been given to the number of families which can be expected to need and want better housing. By setting attainable goals, the PHA intends to provide a vehicle for those in need and for those who have

available units by coming together in a manner beneficial to both. This is in direct relation to both the major commitments and priorities of the U. S. Department of Housing and Urban Development (HUD). **The Municipality of Juana Díaz is a tenant-based (Section 8) only PHA.**

The Annual Plan of Juana Díaz as presented herein furthers HUD's statutory goal of merging the Certificate and Voucher Program, respectively, in accordance with the Quality Housing and Work Responsibility Act of 1998, 24 CFR 903, Section 545, whereby, the Municipality of Juana Díaz has established a unified vision of community actions. This same Plan will afford Juana Díaz an opportunity to shape the various programs presented herein into effective, viable, and coordinated strategies, involving citizen participation.

## **II SUMMARY OF CHANGES OR PROGRAMS FOR THE UPCOMING YEAR**

The following represents what the Municipality of Juana Díaz will be doing to meet the needs of its residents and/or participants during the next fiscal year 2001-2002. At the current time, Juana Díaz does not contemplate any significant changes to its policies or programs that would be a significant deviation from what was presented last year in its Five-Year Plan 2000-2004.

## **III PHA'S COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAM**

The purpose of the FSS Program is to promote the development of local strategies to coordinate the use of assistance under the Tenant-based Housing Assistance Program (Housing Choice Voucher Program) with public and private resources, to enable families for or receiving assistance under this same program achieve economic independence and self-sufficiency.

At the current time, the Municipality of Juana Díaz does not have a fully developed FSS Program but is striving to assist families who are participants in the Housing Choice Voucher Program to achieve economic independence as well as become self-sufficient. This is accomplished by motivating the families to become fully employed or assist them in seeking the proper training so that they may acquire the necessary marketable skills to become fully employed.

## **IV STATEMENT OF PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS**

Within the first year of its 5-Year Plan, the Municipality of Juana Díaz has achieved the following:

1. Consolidated the Section 8 Voucher and Certificate Program, respectively, into a single market-driven program.
2. Has been actively promoting freedom of housing choice so as to achieve spatial deconcentration of extremely low income families within our homogeneous community.
3. Continue with our established goal of providing improved conditions for extremely low-income families while maintaining their rent payments at an affordable level.
4. Provide an incentive to private owners to rent their dwelling units too economically disadvantaged families by offering timely assistance payments and protection against unpaid rent, damages, and vacancy loss.

While the Municipality of Juana Díaz is pleased with what has been accomplished so far, Juana Díaz is very much cognizant of the long road ahead so as to meet the needs of its citizens. On an on-going basis, the Municipality of Juana Díaz continues to evaluate the goals and strategies that have been established so that it can better meet the demand of housing.

Statement of Progress in Meeting 5-Year Mission Plan and Goals

## **V HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA**

One of the major objectives of the present Administration within the Municipality of Juana Díaz is to create maximum opportunities to both low and very low income families to become first-time homeowners. Experience has clearly demonstrated that homeowners take more pride in, and better care of their individual housing units, than those families who occupy rental units. This fact will clearly assist in:

- ☐ Eliminating blight and blighting conditions within low income areas by preserving existing housing units.

- ❑ Develop self-sufficiency by encouraging other low and very low income families to become self-sufficient, in order to qualify as first-time homeowners.
- ❑ Revitalize and stabilize existing and deteriorated low income neighborhoods.

The municipality has a first year goal of establishing a Homeownership Program in accordance with the Quality Housing & Work Responsibility Act of 1998 and will attempt the necessary procedures to promote a Homeownership Program within its Housing Program. In this regard, the municipality will seek out not only HOME funds, but likewise will work with both the Puerto Rico Department of Housing, the Housing Development Bank, and other similar public private agencies in order to accomplish this same goal.

The following actions listed below, we feel, will address the obstacles that may be faced by potential buyers.

#### **Activities:**

- ❑ **Provide Greater Assistance in Meeting both Down payment and closing cost Requirements:**

One of the greatest barriers to homeowners by potential low income purchases, are the initial costs, such as down payment and closing costs. The Municipality will, working with such housing agencies as previously set-forth within this same submission, in order to create both a viable and effective program whereby low income families have the opportunity to become first-time homeowners.

#### **Objective: Create Affordable Housing Within the Community:**

Affordable housing within the Municipality of Juana Díaz has been adversely impacted by the following factors over time:

1. Family Income;
2. Land Costs;
3. Financing;
4. Lack of Available Land for Development.

Bearing this in mind, the Municipality of Juana Díaz will develop a strategy that identifies policies, which may require modification, and initiate the following actions that will address the problem of affordable housing and the establishment of the Homeownership Program.

### **Activities:**

#### **❑ Improve Land Development Regulations:**

At the present time the Puerto Rico Planning Board is the primary regulatory agency of the State government, that deals with land use and requirements for construction of housing sub-division, which combined with requirements of other State agencies tend to create obstacles to affordable housing. In this regard, the municipality will be working with our elected officials, namely-both the State Representative in the House of Representatives and our State Senator, in order to study existing applicable regulations and their impact upon the local housing market. Additionally, both the Mayor and representatives of the municipality will be working with their counterparts within the Planning Board in reviewing existing land policies.

#### **Provide For The Coordination of Funding:**

In order to achieve any degree of success in creating affordable housing for households classified as being either low or very low income, requires funding for multiple funding sources. The Municipality will take into account and consider the appropriate changes in order to implement the Homeownership Program, whereby, it will consider the following:

1. Assistance will be provided for:
  1. First time homeowner.
  2. Family that owns or is acquiring shares in a cooperative.
2. The total family that will be serviced through this program will be limited to approximately 15 who are currently in good standing within our Family Self-Sufficiency Program and who have been working in a verifiable job for over a year.
3. Funding levels.

The Municipality of Juana Díaz will take into account and consider the appropriate changes in order to improve the application process for all federal programs that may have a

beneficial impact upon the local housing market and affect programs covered within the Consolidated 5 Year Plan.

## **VI FINANCIAL RESOURCES**

### **OBJECTIVE: IMPROVE OPPORTUNITIES UNDER RENTAL HOUSING**

Renters experience more housing problems than do homeowners as it clearly is demonstrated by the 1990 U.S. Census of Population as well as has been our own experience under our own local Housing Choice Voucher Program (Section 8). When renters are compared to homeowners of the same household type and income levels, the percentage of renters with housing problems is higher than owners.

We have identified the need for rental housing based upon the number of requests made to the Municipality by the populations at large to numerous Municipal Agencies. In most cases, it was primarily a general need for more rental housing, since better than 80% of the population does not qualify to purchase a dwelling unit and require some type of rental assistance. It is in this regard that the Municipality of Juana Díaz has a one year goal to provide assistance of upwards to approximately 60 households with rental housing assistance.

The activities that will be undertaken by the Municipality to accomplish this goal are:

#### **A. Housing Funding Sources -**

Seek out whenever available alternative housing Programs as they become available from such agencies as the Rural Economic and Community Development, Puerto Rico Housing Department, Housing Development of the Commonwealth of Puerto Rico, the U.S. Department of Housing and Urban Development, and local cooperatives, etc.

Additionally, work with island housing contractors that may be interested in constructing housing units within Juana Díaz, by offering incentives and assistance in one form or another that may be legally acceptable, in order to encourage such contractors to participate in the local housing market (short-term and long-term).

#### **B. Additional Subsidized Funding under the Voucher Program**

The Municipality of Juana Díaz will work closely with the U.S. Department of Housing and Urban Development (HUD) in attempting to obtain additional vouchers if and when they become available. The Municipality will also petition HUD to become a participant under the Welfare-to-Work Program so as to assist the extremely low and low income families, become self-sufficient.

### C. Available Funding Sources

The Municipality of Juana Díaz will submit for HUD's consideration its Annual Plan (FY 2001-2002) in accordance with CFR 24, Section 903.1.

In order to assist the needs of 115 families that are currently enjoying the benefits of the Municipality of Juana Díaz's tenant-based housing assistance program, we will be submitting for HUD approval the following budget:

<b>SUBSIDIZED HOUSING BUDGET FOR HUD APPROVAL</b>	
<b>Program</b>	<b>Budget Estimate</b>
<b>Housing Choice Voucher</b>  Activities: Tenant-Based Housing Assistance for 65 Families	\$288,653.00
<b>Family Self Sufficiency Program</b>  Activities: Tenant-Based Housing Assistance for 33 families.	\$145,422.00
<b>Program Administration</b>	\$118,325.00
<b>Total Estimate of Budget to be submitted to HUD for Approval</b>	\$552,400.00
<b>Portability Program</b>  Activities: Tenant-Based Housing Assistance for 17 Families.	\$72,131.00
<b>Total for the Municipality of Juana Díaz Housing Budget (Grand Total)</b>	<b>\$624,531.00</b>



The Municipality of Juana Díaz has within its organizational structure an agency entitled, “Clinica Especial De La Salud”, under HUD’s Emergency Shelter Grant Program: Stewart B. McKinney Homeless Assistance Act (24 CFR Part 576). The following is a breakdown of its proposed budget for fiscal year 2001-2002:

<b>CLINICA ESPECIAL DE LA SALUD RESOURCES AVAILABLE</b>	
<b>Source</b>	<b>Budget Amount</b>
Ryan White Program Title I	\$ 122,721.00
Congressional Black Caucus	\$ 24,362.00
Local Matching (Cash)	\$ 80,000.00
Emergency Shelter Grant (HUD)	\$ 80,000.00
<b>Sub-Total</b>	<b>\$ 307,083.00</b>
Consolidated Budget	\$ 931,614.00

## VII CIVIL RIGHTS CERTIFICATION

The Municipality has agreed that it will comply with all Equal Opportunity requirements, both State and Federal such as:

1. The Fair Housing Act, 42 U.S.C. 3610-3619 (implementing regulations at 24 CFR parts 100, et seq.);
2. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d (implementing regulations 24 CFR part 1);
3. The Age Discrimination Act of 1975, 42 U.S.C. 6101-6107 (implementing regulations at 24 CFR part 146);
4. Executive Order 11063, Equal Opportunity in Housing (1962) as amended. Executive Order 12259, 46 FR. 1253 (1980), as amended. Executive Order 12892, 59 FR. 2939 (1994) (implementing regulations at 24 CFR part 107);
5. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (implementing regulations at 24 CFR part 8); and

6. Title II of the Americans with Disabilities Act, 42 U.S.C. 12101, et. Esq.
  - a. For the application of equal opportunity requirements to an Indian Housing Authority, see 24 CFR 950.115.
  - b. The Municipality must submit a signed certification to HUD of the PHA's intention to comply with the Fair Housing Act, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.

## **❑ Further Fair Housing**

It is HUD's intent under the "Quality Housing and Work Responsibility Act of 1998", that indeed created the merger of the Certificate and Voucher Programs into one market-driven program such as the Housing Choice Voucher Program, and thus require the Consolidated 5-Year Plan and Annual Plan, which provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic PHA policies, rules and requirements concerning its operations, programs and services that benefit very low and low income families.

Based upon the latter, the Municipality of Juana Díaz anticipates that the following activities further fair housing during the five-year period of the Consolidated Plan as well as the Annual Plan, and thereby benefit those families, namely - the low and very low income families achieve safe, decent and affordable housing as well as self-sufficiency and economic independence.

### **Activities:**

#### **Review of Existing Housing Program**

The Municipality of Juana Díaz will, in order to further fair housing within the community, review all existing housing and housing programs currently being carried out within the community, so as to assure, that these same programs and/or projects are implemented in total compliance within existing applicable regulations.

#### **Coordination Between Public/Private Resources**

The municipality will contact public and private operators of housing, including local financial institutions located within Juana Díaz, and provide them with both information and descriptive materials making them aware of the need to further fair housing.

### **Coordinating Information/Regulations**

Working closely with the housing division of HUD, the municipality will obtain copies of regulations and other training aids in order to provide seminars during the course of the five-year period of the Plan, in order to create a public awareness of the importance of fair housing.

### **Create Awareness of Lead Base Paint Hazards**

Since many of the private homes in Juana Díaz were constructed prior to being informed that lead base paint represented a health hazard to all the members of the household, and the effect this same problem has upon children, the Municipality of Juana Díaz is committed both in a short term (one year), as well as in the long-term, to work with the Puerto Rico Department of Housing, in order to both develop and implement a viable, effective, safe, and cost-effective method of reducing this same hazard. While a great many precautions currently exist, effective abatement and likewise, hazard reduction activity requires participation from providers and contractors, aside from individual residents.

Juana Díaz feels rather strongly, that in order to create an effective system of abatement services it must coordinate it's activities with other state agencies dealing with this same problem.

Juana Díaz is cooperating with both the public and private sectors will initiate the following actions in order to achieve the most desirable results:

#### **Activities:**

### **Complying with Existing Regulations**

The Municipality of Juana Díaz, has a goal of working with the existing management of the various Public Housing Projects located within the Community, to review all units in cooperation with the State Housing Department and other applicable State Agencies over the five-year period of the Consolidated Plan, in order to both assist and coordinate the required abatement services required.

## VIII HOUSING NEEDS

The following represents the estimated housing needs projected for the next five-year (2000-2004) period. The data included within this portion of the plan is based upon existing available U.S. Census data, as well as Puerto Rico Housing Planning Board statistical data, and other reliable sources such as the local housing authority, and other similar agencies such as the Commonwealth Department of the Family.

Since this same jurisdiction, namely the Municipality of Juana Díaz is not seeking funding on behalf of an eligible metropolitan statistical area under the HOPWA program, the needs described for housing and supportive services does not address the needs of persons with HIV/AIDS and their families throughout the eligible metropolitan statistical area.

### 1. Housing Needs

The Comprehensive Housing Affordability Strategy (CHAS) Data book issued by the U.S. Department of Housing and Urban Development, indicates that the Municipality of Juana Díaz, has a total of some 12,031 housing units, of which some 9,159 units are occupied by very low income families, 1,713 units by low income families, 466 units by moderate income families and some 693 housing units are being occupied by above income families.

It should be noted, that the housing needs were based upon the number of renter and owner-occupied units with one or more housing problems. The definition of housing units with problems included those that:

1. Occupying units having physical defects or being in deteriorated state.
2. Classified as being overcrowded.
3. Meet the definition of having a cost burden of more than 30 percent.

Based upon the latter, housing needs were determined to represent a major problem in terms of identifying housing problems in both renter and owner-occupied households with more than one problem, such as residing within overcrowded, deteriorated and/or dilapidated dwelling units, or meeting the definition of housing cost burdens greater than 30 percent of family's income.

### 2. Renter Households

Of the total 13,469 year-round housing units within the Municipality of Juana Díaz, some 2,380 units are occupied by renter's on a year-round basis, of which 2,151 units have some type of housing problem.

It is estimated from figures obtained from such sources as the Department of Housing; Social Services; the Family; Planning Board, and our own internal figures based

upon demands from the public at large upon local public housing units, and upon our locally administered Tenant-Based Subsidized Housing Program, that rental housing demands will require some additional 350 units by the year 2004, for a total renter household size of 2,730. This is assuming, of course, that the present economic conditions will stabilize at present levels, and that all social programs currently in place, will continue to be funded at present levels over the next five years. Should any existing social program be eliminated and/or receive severe cutbacks, the demand for renter households will then sky-rocket at unpredictable levels.

It should be noted, that this same increase of 350 additional rental units on the local housing market, will, it is estimated, be among the extremely low and low income segment of our local society who are either unable and/or unwilling to relocate to other communities.

### 3. Cost Burden

There were out of a total of 2,380, some 664 rental households bearing a cost burden in excess of 30% of income, while at the same time some 376 rental households suffered from a cost burden above the 50% of income level.

### 4. Substandard Units

Within the category of defining a substandard unit within the rental household group, it was determined that of these 300 units were found to be in deteriorating or dilapidated condition.

### 5. Overcrowded Units

According to the CHAS Data book dated 1990 there were some 483 renters occupied housing units which were classified as being in an overcrowded condition. Additionally, some 53.7% of large family renter households likewise, represented overcrowded conditions.

In this regard, and based upon the statistical data presented herein and from such reliable sources as the Planning Board, Housing, Social Services, and our own local appraisal based upon our locally administered Tenant-based program we have identified the following Renter Households by Income Groups and categories:

## **MUNICIPALITY OF JUANA DÍAZ**

### **RENTER HOUSEHOLDS BY INCOME GROUPS: 1990**

<b>RENTER HOUSEHOLDS</b>	<b>EXTREMELY LOW INCOME (0-30%)</b>	<b>VERY LOW INCOME (31-50%)</b>	<b>LOW INCOME (51-80%)</b>	<b>MODERATE INCOME (81-95%)</b>	<b>TOTAL</b>
<b>ELDERLY</b>	<b>159</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>206</b>
<b>SMALL FAMILIES</b>	<b>665</b>	<b>252</b>	<b>200</b>	<b>30</b>	<b>1,147</b>
<b>LARGE</b>	<b>432</b>	<b>112</b>	<b>63</b>	<b>16</b>	<b>623</b>

<b>FAMILIES</b>					
<b>OTHER</b>	<b>124</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>140</b>
<b>TOTAL</b>	<b>1,380</b>	<b>423</b>	<b>267</b>	<b>46</b>	<b>2,116</b>

6. Elderly Rental Households

According to the 1990, CHAS Data book, there was a total of some 206 renter households within the Municipality of Juana Díaz of which 159 were classified as being of extremely low income and, 47 households classified as being very low income.

7. Cost Burden

Within this same income category involving elderly households, some 58 were within the 0-30% and 40 were within the 31-50% range.

8. Small Family Rental Households

Within the small family rental household category, some 1,147 households, represented the following numbers:

1. 665 units were classified as being of extremely low income;
2. 252 units were classified as being of very low income;
3. 200 units were classified as being of low income;
4. 30 units were classified as being of moderate income.

1. Cost Burden

Within this same Small Family renter's household group some 57.98% of the households were classified as being of extremely low income, 21.97% households of very low income, 17.44% households of low income, and finally, 2.62% represented moderate income levels.

10. Large Family Renter Households

This same Comprehensive Housing Affordability Strategy (CHAS) Data book covering Puerto Rico and dated 1990, indicated that there was a total of some 623 large rental household families, of which some 432 were classified as being of extremely low income; 112 were classified as very low income and some 63 large family renter households representing low income families, as well as 16 large family renter households representing moderate income.

11. Cost Burden

Within this same large family renter's household income group of some 392 households fall within the 0-30% group and 248 such households are within the 31-50% range.

12. Homeless Persons

The Municipality of Juana Díaz applied for and received an \$80,000 grant under HUD's Emergency Shelter Grant Program. The following is a table with a breakdown of families being serviced through the "Clinica De La Salud":

<b>NEED OF SUPPORTIVE HOUSING BY HOMELESS AND SPECIAL NEEDS</b>	
<b>Category</b>	<b>Persons in need of Supportive Housing</b>
<b>Elderly</b>	<b>401</b>
<b>Runaway, abandoned, abused, or at risk youth</b>	<b>10</b>
<b>Mental illness</b>	<b>6</b>
<b>Physically/Developmentally Disabled</b>	<b>397</b>
<b>Alcohol/Drug Abuse</b>	<b>400</b>
<b>Persons with AIDS or related diseases</b>	<b>50</b>
<b>Victims of Domestic Violence</b>	<b>25</b>
<b>Homeless Veterans</b>	<b>0</b>

13. Persons with Disabilities

Utilizing various information available to the Municipality of Juana Díaz including both the U.S. Census (1997), the Puerto Rico Planning Board, and likewise numerous state and local agencies having to deal with disabilities, we likewise have estimated our needs fairly accurately.

According to the Puerto Rico Developmental Disabilities Planning Board, it is a nationally accepted fact that within the general population, 1.8 percent will have one form or another of a developmental disability. In this respect, Juana Díaz with a 1997 total population of some 50,848 it is estimated that 915 persons are classified as having a developmental disability.

14. Persons With Physical and Developmental Disabilities

Within Juana Díaz the 915 estimated persons as having been classified as having either a physical or developmental disabilities are currently residing with other family members, or residing within a rental unit.

One of the projects requested within our first year of activities is housing rehabilitation, a part of which, will be devoted not only to remove or correct health or safety hazards, in order to comply with applicable development standards or codes, and/or to improve general living conditions of the resident(s), including improved accessibility by handicapped persons.

Due to the establishment of the shelter, we able to service a part of the developmentally disabled population but not all. The remainder of these same services are rendered in the adjacent Metropolitan Municipality of Ponce.

Within Juana Díaz several obstacles prevent the disabled from obtaining adequate housing:

1. Proper accessibility;
2. Centrally located housing convenient to public transportation;
3. The need for additional rent subsidies as those afforded under HUD's tenant-based subsidized housing programs.

It is the intent of the present Mayor to seek out and obtain funds from other sources in order to provide new housing for this segment of the population. It is anticipated that the Municipality of Juana Díaz will require some 250 additional supportive units over the next five years in order to serve both existing and anticipated needs within this same segment of its society.

Needless to say, any additional new units, or for that matter any rehabilitated units will be required among other factors, to meet the requirements for handicapped persons as required by Americans with Disabilities Act, since most of all existing units occupied by the disabled were not designed and/or are not properly equipped to meet the special needs of this same category.

#### 15. Estimate of Housing Needs Projected

The projected housing needs within Juana Díaz were estimated based on various sources such as the 1990 Census, Puerto Rico Planning Board, Puerto Rico Department of Housing, and the local Section 8 Office. Housing needs in most communities of which Juana Díaz is no different, come about as a result of the following:

1. High housing costs;
2. Housing located in areas subject to landslides, or unstable terrain;
3. Physically deteriorated housing;
4. Inadequate and overcrowded units.

The Puerto Rico Planning Board clearly indicates three (3) reasons for which a dwelling unit would be classified as being inadequate housing:

1. High Housing cost;



2. Being overcrowded;
3. Being in a physical deteriorated condition.

It is in this regard that these general principles required to be operational through precise definitions according to the U.S. Census Bureau, such as a unit is considered overcrowded if the household consists of at least three persons and have 1.5 persons or more per room.

It should be noted, that households having unusually high housing costs when the following occurs:

1. Two or more persons, with the heads of households less than 65 years of age paying more than 25 percent of their income for rent.
2. Single person paying more than 35 percent of their income for rent;
3. Two or more persons, with the heads of households over the age of 65, which are paying more than 35 percent of their income for rent.

Furthermore, housing units lacking complete indoor plumbing facilities or deteriorated/dilapidated housing units having all plumbing facilities are regarded as being inadequate. In this regard, estimating the total needs for housing within Juana Díaz was based on the various sources previously noted, regarding each of the three components of housing need. From this analysis it was concluded that there exist a housing need for 350 housing units within the Municipality of Juana Díaz covering extremely low and low income families. This same projection while based upon available data sources does not take into consideration any change and/or elimination of any existing housing programs, or a severe downturn in either the national or local economy.

The present municipal administration of Juana Díaz is desirous in obtaining additional housing units over the next five years and preserving existing housing stock.

#### 16. Barriers to Affordable Housing

Like any other community across this Nation, whether it be in Puerto Rico, or on the U.S. Mainland, the principle barriers to affordable housing within the Municipality of Juana Díaz are:

1. The high cost of land development due to general lack of both vacant and available land;
2. The high cost of construction, which for the most part includes the construction of a sanitary sewer system, water lines, electrical services, within distant rural communities where vacant lands are currently available.

These combined factors representing the high cost, clearly indicates that better than 73.6% or some 37,424 of the total population of Juana Díaz are classified as having incomes below the poverty level and would indeed require some kind of assistance in order to solve their housing problems. **It should be noted, that while the population has since increased over the 1990 figures, and will no doubt continue this trend when the**

**2000 census is completed, this same growth continues to be within the low and very low income groups, who by their economic status, continue to make demands on both the municipal and state governments, respectively, that at present lack the necessary funds to meet these same demands.**

At the present time the only source of purchasing a home within Juana Díaz is by securing a private mortgage through a banking institution or mortgage lending institution, which for the most part is not approving mortgages to low or moderate income families. At the present time, it appears that the minimum income required to purchase a home, averages at least \$40,000. This same requisite along with a stable credit and employment recorded are required.

Bearing this in mind, if a family does not qualify to purchase a dwelling unit, then they qualify to rent a housing unit. This is more acute, since (1) there exists a lack of rental properties available, and (2) those units that are available for rent, are so costly ranging from \$400 to \$700 a month, that without some form of a rental subsidy, are indeed beyond the low and moderate income families. This can be verified, since some 250 families are currently awaiting placement on a waiting list, seeking assistance under our Tenant-based Subsidized Housing Assistance Program, unemployment continues to rise and the demand for some type of public assistance is also on the rise.

#### 17. Removing Barriers to Affordable Housing Strategies -

Programs designed to address the housing needs, operate for the most part on the supply side of the housing market, or on the demand side, or on both sides simultaneously. Various strategies are being considered at the local level to be used to improve upon the availability of affordable housing. On the supply side the cost of providing housing units in the non-market category, could be reduced by programs that lower the cost of land to developers; by implementing tax incentives at the state and local levels; by improving upon the infrastructure, such as water, sewer, electrical and telephone service, as well as improved roads and transportation; by expediting the permit process, and eliminating governmental bureaucracy. On the demand side, home acquisition covered by facilitated through programs that subsidize interest payments or the down payment on a mortgage. In addition the municipality is looking into seeking out when and if they are available, housing programs that will subsidize monthly rental payments to qualified low and very low income families.

The Municipality of Juana Díaz after having been made aware of it's responsibilities upon completing a review of it's local analysis for removing barriers to affordable housing will, during the coming year meet with public and private sector lending agencies, as well as with private developers to determine how Juana Díaz can provide the necessary affordable housing to its citizens.

## **IX HOUSING MARKET ANALYSIS**

### 1. General Characteristics

The significant characteristics of the housing market within the Municipality of Juana Díaz are as follows:

HOUSEHOLDS	TOTAL
YEAR ROUND UNITS	13,496
VACANT	1,486
FOR RENT	169
FOR SALE	183
OWNER OCCUPIED	9,630
RENTER OCCUPIED	2,380
OWNERS PAYING >30% HOUSING RATES	7,156
RENTERS PAYING >30% HOUSING RATES	2,003
UNITS LACKING COMPLETE PLUMBING FACILITIES	2,057
VERY LOW INCOME (UNITS)	1,813
LOW INCOME (UNITS)	2,268
MODERATE INCOME (UNITS)	2,374

**PERCENT OF RENTER HOUSEHOLDS WITH INCOMES BELOW 51%:**

**HAMFI:**

<b>Elderly</b>	<b>10.3%</b>
<b>Small Family</b>	<b>55.8%</b>
<b>Large Family</b>	<b>27.2%</b>

**INCIDENCE OF OVERCROWDED HOUSEHOLDS:**

<b>Renters</b>	<b>20.3%</b>
<b>Owners</b>	<b>18.5%</b>

**BEDROOM SIZE:**

<u><b>Renter Occupied -</b></u>		<u><b>Owner Occupied -</b></u>	
<b>0-1</b>	<b>346</b>	<b>0-1</b>	<b>615</b>
<b>2</b>	<b>804</b>	<b>2</b>	<b>2,314</b>

3            1,230  
TOTAL    2,380

3            6,701  
TOTAL    9,630

It should be noted, that the total population or some 50,848 persons reside on only some 60.3 square miles, representing a population density of some 843.3 persons per square mile.

Because of Juana Díaz's terrain and the scarcity of available land for development, it makes the Municipality one of the highest population densities in Puerto Rico. This represents a major problem since land for housing construction is limited, and the cost of acquisition as well as the placement of the necessary infrastructure such as: water, electric, and sewers, would place the cost of acquiring individual units way beyond the reach of low income families.

The tenant-based housing assistance program which is administered by the Municipality of Juana Díaz, and funded by the U.S. Department of Housing and Urban Development include the following categories:

<b>Housing Choice Vouchers</b>	<b>- 65-</b>
<b>Family Self Sufficiency</b>	<b>- 33-</b>
<b>Portability</b>	<b>- 17-</b>
<b>Total Tenant-based units</b>	<b><u>-115-</u></b>
<b>Administered by the Municipality</b>	<b>-115-</b>

The need for secure, decent and sanitary housing within the Municipality of Juana Díaz, is the fact that there is some 300 family currently on a waiting list seeking housing under this same program. **When an acceptable rate per family within Puerto Rico is 3.5 persons per family, these same 250 families requesting housing under the Tenant-based Subsidized Housing Program which is representative of some 875 persons or 1.7% of the total Municipal population.**

The following table represents the households by income groups within Juana Díaz:

ALL HOUSEHOLDS				
TOTAL	INCOME GROUPS			
	Very Low	Other Low	Moderate	Above
12,031	9,159	1,713	466	693

## **B. Structural/Vacancy Characteristics**

The 1990 U.S. Census of Population and Housing, indicate that of a total of some 13,496 housing units within the Municipality of Juana Díaz, some 11,890 are classified as being single detached units while 1,157 units are one unit attached (duplex) units, and 170 housing units being within the 2 to 4 unit complex, and finally 250 housing units being classified as being within the five or more unit category.

This same U.S. Census of Population indicates that some 2,057 housing units are lacking complete plumbing facilities with a mean number of rooms being 4.9. The rental vacancy rate is listed as being 7.6, while the owners' vacancy rate stands at 2.0.

### **3. Demand for Housing**

There clearly is a demand for housing within Juana Díaz, due primarily to its location. The Municipality of Juana Díaz is part of the metropolitan area of Ponce and in close proximity to the metropolitan area of Cayey, as well as possess the necessary major highways connecting with each of these same areas. The desire for housing within Juana Díaz is primarily among the residents - sons and daughters of residents of Juana Díaz, as a result of it being such a close-knit community.

Nevertheless, the general lack of availability of land for development, along with the high cost of acquisition coupled with the high cost of construction and the general lack of governmental subsidized houses, places almost 73.6% of the total population of Juana Díaz in a position that would require some form of government assistance and/or subsidies in order to purchase a home.

In this regard, the government, which includes federal, state, and local, has to deal with the following factors that are affecting the local market, which may include, but not necessarily be limited to the following factors such as:

1. Population growth;
2. Economic factor;
3. Family Income;
4. Land costs;
5. Construction costs;
6. Financing;
7. Interest payments;
8. Return of investment by either a financial institution and/or developer.

Juana Díaz like so many other communities across this nation, must out of necessity, be forced to deal with one of the basic human needs which is that of housing.

While the population continues to grow, this same growth is primarily among the low and very low income groups, who are unable to deal with a mortgage payment of roughly \$600 or more. By the same token a review of both moderate and low income families that are in need of adequate, decent, and affordable housing, are lacking the capacity of paying high rents.

5. Percent of Renter Households With Incomes Below 51% HAMFI Having Any Housing Problems

It should be noted, that according to HUD's Comprehensive Housing Affordability Strategy (CHAS) Data book for Puerto Rico, the Municipality of Juana Díaz, has a total of 90.6 percent in which renter households with incomes below 51% HAMFI have any housing problems. The following chart provides the percent of incidence by family type:

PERCENT OF RENTER HOUSEHOLDS WITH ANY HOUSING PROBLEMS: 1990			
ALL HOUSEHOLDS			
PERCENT OF INCIDENCE BY INCOME GROUP			
TOTAL	0-30%	31-50%	51-80%
90.6	75.2	91.2	95.0

Source: CHAS Data Book (1990)

The following table represents a fairly accurate analysis of the Market and Inventory Conditions of the Municipality of Juana Díaz:

Market and Inventory Conditions					
CATEGORY	TOTAL	VACANCY RATE %	BEDROOM (0-1)	BEDROOM (2-4)	BEDROOM (5 OR MORE)
TOTAL YEAR	13,436		1,156	3,569	8,701
OCCUPIED UNITS	12,010	9.6	961	3,118	7,931
OWNER	9,630	7.6	615	2,314	6,701
RENTER	2,380	2.0	346	804	1,230
VACANT UNITS	1,426		195	461	770
FOR SALE	183		16	51	116

Market and Inventory Conditions					
FOR RENT	169		35	62	72
OTHER	1,134		144	408	582

Source: Bureau of the Census, 1990 Census of Population/CHAS Data Book 1990

#### 6. Housing Market and Inventory Conditions

Both the 1990 Census of Population and likewise the Comprehensive Housing Affordability Strategy (CHAS) Data book of Puerto Rico provide both an accurate picture of the market conditions within the Municipality of Juana Díaz.

Without exception of the total housing units (13,436), some 12,010 are occupied on a year round basis. In this regard, of the total occupied units (12,010), some 9,630 are occupied by the owner while the remainder 2,380 are occupied by renters, with the balance or 1,426 units being vacant.

It should be noted again, that the 1,426 units that are classified as being vacant are for the most part due to the high cost of rent and the lack of any additional subsidized rental assistance programs in order to assist low, very low and moderate income families who are unable to make the required monthly payments, in addition to making other basic expenses such as food, clothing, electric and water service.

#### 7. Overcrowded Households

The Municipality of Juana Díaz has according to the CHAS Data Book on Puerto Rico has among renters a total of 20.3 percent the incidence by income groups of being overcrowded, as that of some 18.5 percent for owners.

The following chart clearly indicates the incidence of overcrowded households by both tenure and income groups for all households and large related households:

INCIDENCE OF OVERCROWDED HOUSEHOLDS: 1990				
PERCENT INCIDENCE BY INCOME GROUP				
CATEGORY	TOTAL	0-30%	31-50%	51-80%
ALL RENTERS	20.3	22.1	15.1	19.9
LARGE RENTERS	53.7	53.0	51.8	66.7
ALL OWNERS	18.5	21.8	20.5	11.3
OWNERS OTHER THAN ELDERLY	22.6	27.8	25.3	13.2

#### 8. Identification of Concentrations of Low Income Areas/Racial-Ethnic Minorities

Due to Juana Díaz's land area, there are no definable areas (rural or urban) with the exception of the location of the Public Housing Projects, that can be defined as areas of concentrations of low income persons, when you consider that 73.6% of the total population has been classified as having incomes below the poverty level. These same poverty areas are clearly spread evenly throughout the entire municipality.

In terms of concentrations of either racial and/or minorities, the U.S. Census does not provide a breakdown of such categories within Puerto Rico, and as such, the population statistics include "all races".

## **X RECENT RESULTS OF PHA'S AUDIT**

The Municipality of Juana Díaz has submitted to the HUD local office in Puerto Rico the findings of the most recent Single Audit which clearly demonstrated that the Municipality of Juana Díaz was in full compliance with existing HUD regulations and there was no findings in the report.

## **XI ADDITIONAL INFORMATION REQUIRED**

### **Substantial deviation from 5-Year Plan or amendment and/or modification to Annual Plan**

In accordance with established HUD rules and regulations, the following will be the basic criteria that will be utilized by the Municipality of Juana Díaz and it will constitute a substantial deviation from its 5-Year Plan and/or amendment or modification to its Annual Plan that has met full public process requirements including Resident Advisory Board Review:

- Changes to rent (minimum rent), admission policies and/or organization of the waiting list;
- Additions of new activities not included in the current current annual plan;
- Any change with regard to the administration of the tenant-based subsidized housing program, including but not limited to the implementation of a realistic and viable homeownership program.

## **XII ESTABLISHED PHA PET POLICY**

It is the sustained policy of the Municipality of Juana Díaz to allow the owners and the tenants reach an agreement over the permission to allow pets



into the rented dwelling unit. Both parties are advised of the law and the hap contracts prior to execution of both. They are also advised that any agreement reached by them, this same agreement must form part of the lease that is to be signed by owner and tenant.

### **XIII      PHA'S RENT DETERMINATION**

#### **1.      Total Tenant Payment**

Computation of the total tenant payment will be determined in accordance with 24 CFR Part 5, Section 5.613. The computation of TTP will be made once all income has been duly accounted and properly verified and all credits and unusual expenses have been determined eligible under the other applicable factors.

#### **B.      The total tenant payment will be the highest of the following amounts:**

1.      30 percent of the family's monthly adjusted income;
2.      10 percent of the family's monthly income;
3.      If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs, the portion of those payment's which is designated for housing; or
4.      Minimum rent in accordance with applicable provisions of Section 5.616.
5.      A family renting a unit above the payment standard pays the higher of 30% of monthly adjusted income, 10% of monthly income, or the welfare rent, and the amount of rent above the payment standard but not more then 40% as the cap established by QHWRA of income on the family share of rent for initial leasing of any unit.

#### **C.      Minimum Rent**

The minimum rent established by the PHA will be \$25.00.

#### **D.      Hardship exemption**

2.      Should a family request a hardship exemption, said request will be honored upon determination of whether there is a qualifying financial hardship. The suspension of the minimum rent requirement will begin the month following the family's hardship request.

1. The following will be considered as financial hardship:

1. When the family has lost eligibility for, or is waiting an eligibility determination for a Federal, State or, local assistance;
1. When the family would be evicted as a result of the imposition of the minimum rent requirement;
2. When the income of the family has decreased because of a changed circumstances, including loss of employment;
3. When a death has occurred in the family;
4. Other circumstances as determined by the Municipality of Juana Díaz.

5. Request for hardship exemption

1. If a family requests a hardship exemption, the Municipality of Juana Díaz will suspend the minimum rent requirement beginning the month following the family's hardship request until the Municipality of Juana Díaz determines whether there is a qualifying financial hardship and whether it is temporary or long-term.
2. If the Municipality of Juana Díaz determines that there is a qualifying financial hardship, but that it is temporary, the Municipality of Juana Díaz will not impose a minimum rent for a period of no more than 90 days from the date of the family's request. At the end of the 90-day suspension period, a minimum rent is imposed retroactively to the time of suspension. The family will be afforded a responsible repayment agreement for the amount of back rent owed.
3. If the Municipality of Juana Díaz has determined that there is no qualifying hardship exemption, the Municipality of Juana Díaz will reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the Municipality.
4. If the Municipality of Juana Díaz determines that there is a qualifying long-term financial hardship, the family will be exempted from the minimum rent requirement in compliance with 24 CFR Part 5, Section 5.616.

6. Appeal of financial hardship

Should the family appeal the financial hardship determination through the Municipality of Juana Díaz' grievance procedure, it will be exempt from any escrow deposit that may be required in accordance with 24 CFR Part 5, Section 5.616.

7. Payment Standard

A payment standard will be set between 90%-110% of the Fair Market Rent for the PHA jurisdiction as established by QWHRA. The Municipality of Juana Díaz has a payment standard of 100% of the FMR Metro Area.

The following represents the subsidy standards that determine the number of bedrooms required for families of various sizes and compositions:

0 BR	1 BR	2 BR	3 BR	4 BR
253	310	365	457	513

The local area Office of HUD, namely the Economic and Market Analysis Division (EMAD), as well as the HUD Public Housing Director will be consulted on an annual basis, so as to confirm that the FMR employed are both accurate and reflect the general cost of housing for our area.

In the case of the PHA requesting a revision to the existing FMR, the PHA will include documentation showing the current median rent for standard units in our area. In this regard the PHA's recommendations will be supported by such analytical data such as:

- Evidence that significant changes in rents have been experienced in the rental market, which differ from those changes measured by the Consumer Price Index (CPI) factors used to update the Annual Housing Services based Median Rent.
- When convenient and/or required the PHA will provide local housing Market surveys that indicate the current median rent levels for standard units of various sizes within our designated FMR area.

8. Determination of Unit Size in Relation to Family Composition

The Municipality of Juana Díaz has applied the following requirements when determining the unit size in relation to the family composition under our subsidy standards:

2. The subsidy standards provide for the smallest number of bedrooms required to house a family without causing overcrowding;
3. The subsidy requirements are consistent with space requirements under the Housing Quality Standards;
4. The subsidy standards have been applied consistently for all families of like size and composition;
5. A child who may be temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size;

6. A family consisting of only a pregnant woman will be treated as a two-person family;
7. Any live-in aide which has been authorized by the Municipality to reside within the unit to care for a family member who is either disabled or at least 50 years of age will be counted in determining the family unit size;
8. The Municipality has agreed, that unless a live-in-aide resides with the family, the family unit size for any family consisting of a single person must be either a zero or one bedroom unit.
9. The Municipality will grant an exception to its established subsidy standards, in determining the family unit size for a dwelling unit, if it determines that the exception is justified by the age, sex, health, handicapped or relationship of family members or other personal circumstances.

#### I. Exceptions to FMR on a Unit by Unit Basis

The PHA is entitled to establish its payment standard from 90%-110% of the FMR approved for Metropolitan area of the PHA. The PHA will be allowed to approve initial gross rents on a unit by unit basis which exceed the FMR's or payment standard established by the PHA for units, which by virtue of size, amenities or location, or in the case of expanding housing opportunities for low income families, or to obtain units which have been made accessible to the disabled, which are determined to warrant exception rents. The PHA accepts the fact that this same authority will not be exercised for more than 20 percent of the units authorized by the ACC.

#### 10. Affordability Adjustments

Upon recertification/redetermination of the applicant, any adjustments will be to the appropriate Payment Standard established by the PHA. Where it has been accurately determined by the PHA that based upon the documentation available to the PHA, that an overpayment was made by the PHA, the PHA will immediately advise the participant of the same and request a meeting in order to establish a repayment schedule or other acceptable plan in order for the PHA to recover the overpayment.

#### 11. Rent Adjustments

Rent adjustments requested by landlords will be processed as indicated in Section 982.509 Federal Register, April 30, 1998, page 23863. The owner must request said revision to the contract rent sixty (60) days prior to the HAP contract anniversary date.

## **XIV PHA'S GRIEVANCE PROCEDURE**

#### 1. Informal Review

At all times the Municipality will afford an applicant family the opportunity to request an informal review of any decision made to deny assistance under the Housing Choice Voucher Program.

Specifically, the Municipality will be required to notify an applicant in writing that assistance has been denied no later than fifteen (15) working days after said decision has been made. Within this same written notice, the applicant will be informed of their right to appeal the decision either in written form or verbal. Additionally, the participant must be advised by the Municipality, that they have some thirty (30) days from the date of the written notice to request an informal hearing. Such a request may be either in written or oral form, and that the participant has the right to be represented by another family member, friend, and/or legal counsel.

Furthermore, the Municipality in advising the participant of his rights, must be stated within the denial letter the reason for the decision and at the same time reference that part of existing law, regulation and more specifically HUD regulation that was used a basis for denying assistance to the family participant.

## 2. Hearing Procedures

The following represents the Municipality of Juana Díaz established procedures for conducting an informal hearing for participants:

1. The family will be given an opportunity to review any HA documents that are deemed necessary before the hearing. The PHA will permit the family to copy any such document at the family's expense.

2. It is agreed that the PHA must be given the opportunity to examine at its office any family documents that are directly relevant to the hearing. The PHA is therefore allowed to copy any such documents at its own expense. It is then agreed, that if the family does not make the document available for examination at the request of the PHA, the family will not be permitted to submit the document(s) at the hearing.

## 3. Representation of the Family

The Municipality agrees that, at its own expense, the family may be represented by legal counsel or other representative(s).

## 4. Hearing Officers

The hearing will be conducted by a member of the legal staff of the municipality, or by any other person so designated by the Mayor, other than a person who made or approved the decision under review or a subordinate of this person. The Municipality in appointing a person to conduct the hearing is empowered to regulate the conduct of the hearing.

## 5. Evidence

The Municipality and the family will be given the opportunity to present evidence as well as question any witnesses brought forth by

either party. The Municipality agrees that the evidence presented will be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

6. Issuance of Decision

The Municipality has agreed that the person who will be conducting the hearing must issue a written decision within thirty (30) days of the date of the informal hearing, which states the reasons for the decision taken. The Municipality has agreed, that factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

7. Effect of Decision

The Municipality will not be bounded by a hearing decision as described in section 982.555(f) of the Federal Register.

## **XV SUMMARY**

In order to be in compliance with 24 CFR Part 903 of HUD program regulations, the Municipality of Juana Díaz has established the following standards and procedures to be carried out in furtherance of the plan.

Additionally, these same standards and procedures will ensure long-term compliance with the requirements of the programs involved, including but not necessarily limited to:

1. To provide low and very low income families the opportunity of choice and mobility in selecting where they want to live.
2. To maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent.
3. To develop strategies to coordinate the use of housing assistance under the Housing Choice Voucher Program with public and private resources, to enable families eligible to receive assistance under this same program to achieve economic independence and self-sufficiency.

It should be noted, that the Section 8 Office within the Municipality of Juana Díaz will implement the necessary management systems and oversight controls, so as to assure, that the individual programs included within this same Plan are:

1. Completed within a timely manner in compliance with HUD's requirements;
2. That they are indeed in total compliance with existing federal and state applicable regulations.

Once a year a physical audit will be accomplished which will include not only the accountability of funds, but also an audit of the management system used to carry out the mandate of the Tenant-based Housing Program. This same in-depth review on an on-going basis will serve to determine the effectiveness of individual programs based upon such data as:

- ☐ Families Assisted;
- ☐ Subsidies granted;
- ☐ Complaints resolved;
- ☐ Families that moved onto become first-time homeowners;
- ☐ The effectiveness of communication by and between the various Municipal, State and Federal Agencies as well as with citizens.

Furthermore, reviews will also serve to identify implementation problems or non-compliance with goals and objectives of the Plan, and how the resources were used to assist the maximum number of beneficiaries.

The use of this same data will assist the Mayor, members of the Municipal Assembly, interested citizens of the community, participants of the Tenant-based Housing Assistance Program recommend changes within our strategy due to perhaps changes in the population characteristics and housing market within the Municipality of Juana Díaz.

In conclusion, the following areas will at a minimum, be reviewed in the monitoring process:

- Cash/Management System;
- Funds committed;
- Families serviced by income level (low, extremely low and moderate);
- Compliance with HQS, Quality control and Targeting as set forth in HUD regulations;

- Identify weakness and problem areas;
- Staff resources and performance;

The Municipality of Juana Díaz feels rather strongly that procedures contained herein will effectively perform the necessary monitoring of all programs, so as to assure that these same programs, both initiated and developed, are in total compliance with the applicable regulations promulgated by HUD.



# **MUNICIPALITY OF JUANA DIAZ**

**Hon. Ramon A. Hernandez Torres  
Mayor**



**HOUSING CHOICE VOUCHER PROGRAM**



# **MUNICIPALITY OF JUANA DÍAZ**

## **HOUSING CHOICE VOUCHER PROGRAM**

**The following programs are administered by the Municipality of Juana Díaz:**

- ☐ **Housing Choice Voucher Program**
- ☐ **Family Self-Sufficiency**
- ☐ **Emergency Shelter - “Clinica Especial De La Salud”**